



**ASSOCIATE INFORMATION SYSTEM ANALYST
PERMANENT-FULL TIME**

The Office of Real Estate Appraisers (OREA) has a vacancy for a Permanent Full-time Associate Information System Analyst. OREA is located at 1102 Q Street, Suite 4100, Sacramento, CA 95814.

Duties of the position include:

- Provide computer and printer hardware support and diagnostics to users utilizing software applications and advanced diagnostic techniques.
- Assist in recovery of corrupted or lost data.
- Train and assist users in managing and purging local files, email management and MS Office products, as well as any other computer related issues.
- Utilize advanced equipment diagnostics and repair techniques to resolve technical problems.
- Provide installation and removal of equipment, software upgrades, equipment cleaning, moving and set up of computer equipment, re-imaging computers and stripping old computers for destruction.
- Monitor and evaluate OREA's existing systems, to assure effective and efficient operations and to also identify current and future system needs.
- Develop and maintain the specialized knowledge of these existing systems necessary to quickly isolate, define and resolve critical performance problems.
- Resolve application and system environment issues.
- Maintain broad industry knowledge and general technical versatility by researching emerging technologies and staying current with industry trends and standards in order to assess their impact on and applicability to the business needs and policies of the organization.
- Prepare reports and presentations or recommendations on specific trends and technologies for management as requested.
- Maintain antivirus system structure, monitor that definitions are being updated, troubleshoot and solve definition and software issues.
- Responsible for the identification, research, recommendation and solution implementation of the security risk and vulnerabilities.
- Serve as the Information Security Officer for statewide IT policy, projects and initiatives.

Desirable Qualifications:

- Integrity, initiative, dependability, good judgment and ability to work cooperatively with others.
- Ability to follow oral and written instructions and communicate effectively.
- Excellent attendance and interpersonal skills.
- Ability to work well under pressure and within mandated timeframes.
- Patience and tact in dealing with the public, staff members and others.
- Ability to interpret and apply laws, rules, regulations, policies and procedures

Salary Range: \$4619 - \$5897

Who may apply:

Current State employees at the Associate Information System Analyst level, individuals, who are transferable to the class, have reinstatement rights or those with list eligibility. **Priority consideration will be given to SROA/Surplus employees. Please attach SROA/Surplus information to your application. Please indicate RPA# 08-011 on your application.**

Submit Applications to:

Department of Real Estate
Human Resources
P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802

For information on the position contact:

Diane Westphal
Deputy Director
(916) 440-7875

California Relay Service: 1-800-735-2922 (Voice): 1-800-735-2929 (TDD)

Final Filing Date: September 3, 2009

Applications may be obtained from the SPB website at <http://www.spb.ca.gov> Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be invited to interview.